

## **EMERGENCY PROCUREMENT FORM**

*(Follow all instructions on second page).*

### **Division**

Choose an item.

### **Date of Emergency Procurement Need (Drop Down Calendar)**

6/19/2020

### **Related to Regulatory Agency Request**

☐ No | ☐ FAA | ☐ FHWA | ☐ TSA | ☐ FTA | ☐ USCG | ☐ Other: \_\_\_\_\_

### **Type of Procurement**

☐ Commodities/Materials/Parts | ☐ Services

### **Estimated Cost**

### **Vendor Utilized**

### **Vendor Selection Justification**

### **Emergency Procurement Justification**

### **Name(s) of Requesting Personnel**

# **EMERGENCY PROCUREMENT FORM**

*(Follow all instructions on second page).*

## **Purpose**

This Emergency Procurement Form is meant to be utilized to consolidate all information needed to resolve Emergency Procurements in a timely and acceptable manner within the relative procurement statutes, guidelines and restrictions.

## **Use**

Intended for use by department personnel tasked with procurement assistance in the support of attending to emergency situations. Only intended to facilitate the procurement of goods and services required to mitigate immediate danger to health, welfare and safety of the public and state employees.

## **Governing Statute**

### **SEC. 36.30.310. EMERGENCY PROCUREMENTS.**

*Procurements may be made under emergency conditions as defined in regulations adopted by the commissioner when there exists a threat to public health, welfare, or safety, when a situation exists that makes a procurement through competitive sealed bidding or competitive sealed proposals impracticable or contrary to the public interest, or to protect public or private property. An emergency procurement need not be made through competitive sealed bidding or competitive sealed proposals but shall be made with competition that is practicable under the circumstances. A written determination by the chief procurement officer of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The written determination must include findings of fact that support the determination. Except when there is insufficient time for the chief procurement officer to make the written determination required by this section, the chief procurement officer may not delegate the authority to make the determination.*

## **Guidance**

1. Once after hours emergency procurement need is identified please contact one of the below procurement officers and leave a brief message regarding the nature of the emergency:
  - Amy Deininger, Statewide                      907.465.8558
  - Frank Coppa, Central Region                      907.269.0858
  - Chris Hunt, Southcoast                      907.465.8448
  - Eric Johnson, Northern Region                      907.451.5102
  - Tom Mayer, Statewide                      907-465-8855
2. At first opportunity, after making the emergency procurement arrangements, complete all sections of this form.
3. Distribute this completed form to all personnel on the Email Distribution List at the top of the document, no later than 72 hours after initiating procurement.
4. Include in submittal all vendor quotes or invoices. Email quotes are to be attached. Verbal quotes are to be noted in the Emergency Procurement Justification section.
5. Provide assistance to Procurement Officers as requested to complete SoA Emergency Procurement process.